SERVICE MEMBER PRE-SEPARATION/TRANSITION COUNSELING AND CAREER READINESS STANDARDS EFORM FOR SERVICE MEMBERS SEPARATING, RETIRING, RELEASED FROM ACTIVE DUTY (REFRAD)

SECTION I - PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1142, Preseparation Counseling; transmittal of medical records to Department of Veterans Affairs.

PURPOSE(S): To record pre-separation counseling services and benefits requested by and provided to Service members; to identify pre-separation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed pre-separation counseling checklist will be maintained in the Service member's official personnel file. Title 10 USC 1142, requires that not later than 90 days before the date of separation, for anticipated losses, pre-separation counseling for Service members be made available. For unanticipated losses, or in the event a member of a reserve component is being demobilized under circumstances in which operational requirements make the 90-day requirement unfeasible, pre-separation counseling shall be made available as soon as possible within the remaining period.

ROUTINE USE(S): Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. Applicable Blanket Routine Use(s) are: Law Enforcement Routine Use, Congressional Inquiries, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, and Data Breach Remediation Purposes Routine Use.

To the Department of Veterans Affairs for the purpose of available benefits to the Service member.

The complete list of DoD Blanket Routine Uses can be found online at https://dpcld.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx The applicable system of records notice is: DMDC 01, Defense Manpower Data Center Data Base

The SORNs may be found at http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570563/dmdc-01/

SECTION II – SERVICE MEMBER PERSOI	NAL INFORMATION								
1. NAME	2. DOD ID NUMBE	R 3. GR	ADE	4. DATE OF BIRTH	5. 9	ERVICE 5a. COMPONENT		OMPONENT	
6. UNIT NAME	6a. UNIT II	6a. UNIT ID CODE 6b.		MILITARY INSTALLATION					
7. ANTICIPATED DATE OF SEPARATION	7a. REASON FOR SEP	7a. REASON FOR SEPARATION 7b. 7			TYPE OF SEPARATION 8. DAT		TE FORM WAS INITIATED		
9. MEMBER ALLOWS THIS FORM TO B	E SENT TO FEDERAL AGE	NCIES FOR A	ADDITIO	ONAL TRANSITION ASSI	STAN	CE POST SEI	PARATION	۷:	
9a. MEMBER ALLOWS THIS FORM TO I REGIONAL EXPERTISE THAT COULD BE							KILLS AN	D/OR	
9b. POST-SEPARATION EMAIL:				9c. POST-SEPARATIO	N PH	ONE NUMB	NUMBER:		
10. MILITARY MEMBER/CAREGIVER/LI	EGAL GUARDIAN/DESIGN	IEE GOING	TO BE F	PRESENT DURING PRE-S	EPAR	ATION COU	NSELING:		
SECTION III – PRE-SEPARATION / TRAN VERIFICATION TO MEET CAREER READ Service members shall be counseled on 1143, 1143a, 1144, 1145, 1146, 1147, 1	INESS STANDARDS (CRS) all items prescribed in Tourist 148, 1149, 1150, 1151, a	, AND VOW tle 10, Unite nd 1154, an	COMP ed State d DoD	LIANCE es Code (U.S.C.), Chapte policies; involuntarily se	er 58, s eparat	Sections 114 ed Service r	12(b) (1-1 nembers	7), Sections	
alternative benefits and programs that	apply to them. Service n	nember com	pleted	_	Career equire		Standards	(CRS):	
11. Completed Pre-Separation Counsel	ling: *						e-Sep	Capstone	
12. Completed the Veteran Affairs (VA) Benefits Briefings I and II: *						As	sessment	CRS Review	
13. Completed the Department of Labor (DOL) Employment Workshop: *									
14. Registered on eBenefits * 15. Prepared a criterion-based Financia 16. Completed a criterion-based Indivi 17. Completed a Continuum of Militan 18. Evaluated transferability of militan 19. Documented requirements and elig 20. Completed an assessment tool to i 21. Completed a job application packa 22. Received a DOL Gold Card and und 23. Completed an assessment tool to i 24. Completed a comparison of higher 25. Completed a college, university, or 26. Confirmed one-on-one counseling 27. I WAS COUNSELED AND RECEIVED SEPARATION / TRANSITION COUNSELI	dual Transition Plan (ITP y Service Opportunity Co y skills to civilian workfo gibility for licensure, cert dentify personal interest ge or received a job offe erstands post- 9/11 Vete dentify aptitudes, intere academic or technical transing with a higher education DOCUMENTATION ON A NG ADDENDUM SHEET:) * unseling (Rorce / Complification, ar s and leaning letter * unans have pasts, strength aining instit g application or career te LL ITEMS IN	equired ete Do nd apprings regoristy oriority ns, or sl tution of n or red chnical I SECTIO	D Standardized Gap An enticeship * arding career selection at DOL American Job C cills options eived an acceptance le training institution add DN III, WHICH INCLUDE	enter tter visor S ALL	s *		E PRE-	
28a. PRE-SEPARATION / TRANSITION (COUNSELING COMPLETE	D 89 DAYS (OR LESS	JUSTIFICATION:					

SECTION IV – OTHER REQUIREMENTS						
31. EVALUATED POST-TRANSITION TRANSPORTATION REQUIREMENTS AND DEVELOPED A PLAN TO MEET PERSONAL/FAMILY NEEDS:						
32. EVALUATED POST-TRANSITION HOUSING REQUIREMENTS AND DEVELOPED A PLAN TO MEET PERSONAL/FAMILY NEEDS:						
SECTION V – OTHER CURRICULUM ATTENDANCE						
33. ACCESSING HIGHER EDUCATION TRACK:						
34. ENTREPRENEURSHIP TRACK:						
34a. ADDITIONAL ENTREPRENEURSHIP TRACK TRAINING (8 WEEK C	OURSE):					
35. CAREER TECHNICAL TRAINING TRACK:						
SECTION VI – CAPSTONE REVIEW						
36. SERVICE MEMBER SIGNATURE & DATE	37. TRANSITION COUNSELOR SIGNATURE & DATE					
CONTRACTOR OF CO						
SECTION VII – COMMANDER OR COMMANDER'S DESIGNEE VERIFICA						
38. APPLICABLE CAREER READINESS STANDARDS MET:	41. COMMANDER OR COMMANDER'S DESIGNEE SIGNATURE & DATE					
39. VIABLE ITP COMPLETED:	_					
40. WARM HANDOVERS EXECUTED:						
SECTION VIII – WARM HANDOVER TO SUPPORTING AGENCIES CONT	ract information					
42. VETERANS AFFAIRS:						
43. DEPARTMENT OF LABOR:						
44. OTHER RESOURCE:						
SECTION IX – REMARKS						
45. REMARKS:						

SECTION IX – REMARKS (CONT.)	
45. REMARKS (CONT.):	